

BOARD OF COMMISSIONERS  
REGULAR MEETING  
315 WEST SECOND STREET  
FRANKFORT, KY 40601  
502/875-8500

FEBRUARY 25, 2008  
5:30 P.M. (EST)

1. INVOCATION

Rev. Scott Storie, Highland Christian Church

PLEDGE OF ALLEGIANCE

John Hammond

ROLL CALL

MINUTES

January 28, 2008 Regular Meeting; February 11, 2008 Work Session; February 14, 2008 Work Session.

MAYOR'S REPORT

2. CEREMONIAL ITEMS

2.1 Recognition of Sarah Rogers, Frankfort High School Student, for receiving MADD National Award.

2.2 **Background:** The Board of Commissioners traditionally recognizes City employees who are retiring or are being promoted within the various City departments. At this meeting, the following individuals will be in attendance:

- Donna Roberts, retiring from Dispatch, with 27 years of service

3. ORDINANCES

3.1 **SECOND READING:** An Ordinance amending Frankfort Code of Ordinances Chapter 37: Personnel; City Employees Section 37.42 Pay for members of Fire and Police Divisions.

**Purpose:** This revision is required in order to make the ordinance consistent with the conditions of employment for new EMTs. Additionally, the Training Officer, Fire and Safety Inspector and Public Education Officer do not need this certification, as they do not function as EMTs and are not required to work on the ambulance.

**Background:** Since June of 1998, pursuant to an ordinance that was passed, but never included in the Code, the position of firefighter-emergency medical technician has been granted upon state EMT certification and satisfactory completion of one year's service. The revision to the ordinance codifies this practice. This is also consistent with conditions of employment of a City firefighter. The Training Officer, Fire and Safety Inspector, and Public Education Officer do not need this certification, as they do not function as EMTs and are not required to work on the ambulance.

This Ordinance had its first reading January 28, 2008.

**Recommendation:** Approval

**Attachment:**

- Ordinance

**Contact Person:**

**Name:** Wallace Possich  
**Title:** Chief

**Department:** Fire  
**Phone:** 502/875-8556  
**Email:** [wpossich@frankfort-ky.gov](mailto:wpossich@frankfort-ky.gov)

- 3.2 SECOND READING:** An Ordinance amending Ordinance No. 17, 2007 Series appropriating the Revenue to be received by the City of Frankfort for the Fiscal Year 2007-2008 (General Fund # 100 and Sewer Department #450) to provide for the payment of overtime, grant funds, and sewer expenditures.

**Purpose:** The purpose of this item is to consider approval of an ordinance amending the 2007-2008 budget to provide monies for the City of Frankfort to pay overtime, grant, and sewer expenditures.

**Background:** The 2007-2008 Budget for the City of Frankfort was approved by the City Commission on June 25, 2007. Since that time, the following items have been identified as necessitating a budget amendment:

1) Ruling by the Kentucky Department of Labor (Overtime)	\$370,000
2) Brownfield Petroleum Grant (Grant Money is reimbursable)	\$200,000
3) Home Focus Community Grant (Grant Money is reimbursable)	\$725,000
4) Safe Route to School Grant (Grant Money is reimbursable)	\$ 56,000
5) Sewer Bond Series 2007 issues (Interest Expense)	\$201,000
6) Sewer Capital Project #1 (SEP #1)	\$135,000
7) Sewer Capital Project #2 (SEP #2)	\$257,000
8) Sewer Capital Project #3 (Watson Court sewer Separation)	\$ 50,000
TOTAL AMENDMENT	\$1,994.000

This Ordinance would amend the 2007-2008 Budget to provide monies to pay the above.

This Ordinance had its first reading January 28, 2008.

**Financial Analysis:** Approximately \$1,994,000 to cover the above expenses will be budgeted.

**Recommendation:** Approval

**Attachment:**

- Ordinance

**Contact Person:**

**Name:** Steve Dawson  
**Title:** Director  
**Department:** Finance  
**Phone:** 502/875-8500  
**Email:** [sdawson@frankfort-ky.gov](mailto:sdawson@frankfort-ky.gov)

**4. ORDERS**

- 4.1** An Order Relating To Patrol Officer William L. Barbee.

**Purpose:** To formally approve the personnel action taken with respect to Officer Barbee

**Background:** A hearing was held on the proposed personnel action to be taken with respect to Officer Barbee on Monday, February 11, 2008. The City Commission voted to unanimously confirm the 6 month suspension imposed by Chief Wilhoite due to Officer Barbee's failure to comply with the fitness requirements imposed by the City's Code of Ordinances. Officer Barbee will have three opportunities to meet the fitness requirement during this 6-month suspension and upon satisfaction of same, will be reinstated.

**Financial Analysis:** The 6 month suspension will be without pay.

**Recommendation:** Approval

**Attachment:**  
Order

**Contact Person**

**Name:** Rob Moore  
**Title:** City Solicitor  
**Department:**  
**Phone:** 502/227-2271  
**Email:** rmoore@hazelcox.com

**5. RESOLUTIONS**

- 5.1** Resolution Authorizing The City Of Frankfort to submit an application for Transportation Enhancement Funding for construction of a shared use path from downtown Riverview Park to Cove Springs Park.

**Purpose:** To authorize the filing of an application for Transportation Enhancement funding for construction of a shared use path from downtown Riverview Park to Cove Springs Park and to authorize the Mayor to execute all grant documents pertaining to this application.

**Background:** In November 2006, the City Commission gave a mandate to 'Walk/Bike Frankfort,' a citizen's group, to consult the public on ways to make Frankfort a more pedestrian and bicycle friendly community. The goals presented by the committee establish the top-priority project as a short-term (1 -3 years) goal, and the 'top-10' projects as the medium-term goals (10-20 years). Funding opportunities from federal and state government sources should be explored, as well as collaborative efforts with Franklin County Fiscal Court. Funds to match successful grants applications should be budgeted in the Fiscal-Year 2008-2009 City Budget.

**Financial Analysis:** The project is eligible under Transportation Enhancement Guidelines and the City has been invited to submit a full application. Walk/Bike Frankfort is now returning to the Commission for authorization. The local match would be 20% of the project costs. This project can be completed in two phases, each costing approximately \$225,000. Federal Transportation Enhancement funds will be targeted to cover 80% of this cost, leaving approximately \$45,000 per phase to be covered by local contributions, including in-kind contributions. Walk/Bike Frankfort is also having discussions with the Franklin County Fiscal Court to see if they will obligate a portion of the local match.

**Recommendation:** Approval

**Attachment:**  
• Resolution

**Contact:**

<b>Name:</b>	Steve Brooks	Rebecca Hall
<b>Title:</b>	Director	Grants Manager
<b>Department:</b>	Parks, Recreation, & Historic Sites	City Manager
<b>Phone:</b>	502/875-8575	502/875-8500
<b>E-Mail:</b>	<a href="mailto:SBrooks@Frankfort-Ky.gov">SBrooks@Frankfort-Ky.gov</a>	<a href="mailto:Rhall@Frankfort-ky.gov">Rhall@Frankfort-ky.gov</a>

- 5.2** Resolution authorizing the filing of an application for 2008 Safe Routes To School Grant Funds and designating the Mayor to execute all documents pertaining to this grant.

**Purpose:** To authorize the filing of an application for 2008 Safe Routes to School grant funds and designating the Mayor to execute all grant related documents.

**Background:** Kentucky Transportation Cabinet has opened the application process for local government agencies to apply for up to \$250,000.00 under the Safe Routes to School Program. Under this program funds are available to repair and/or create sidewalks around K-8 schools. The City of Frankfort and Franklin County have several schools, which are in need of sidewalk improvements to make them more appealing for children to walk or bike to school. A Resolution from the City is required as part of the full application package.

**Financial Analysis:** There are no matching funds required.

**Recommendation:** Approval

**Attachment:**

- Resolution

**Contact:**

<b>Name:</b>	Bob Tillett	Rebecca Hall
<b>Title:</b>	Public Works Assistant	Grants Manager
<b>Department:</b>	Public Works	City Manager
<b>Phone:</b>	502/875-8500	502/875-8500
<b>Email:</b>	<a href="mailto:BTillett@Frankfort-ky.gov">BTillett@Frankfort-ky.gov</a>	<a href="mailto:Rhall@Frankfort-ky.gov">Rhall@Frankfort-ky.gov</a>

## 6. CONSENT CALENDAR

*Items on the Consent Calendar are considered to be routine by the Board of Commissioners and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent Calendar and considered separately. The City Manager will read the items recommended for approval.*

### 6.1 To authorize the bid award for Sports Equipment for the 2007-2008 Season (Parks & Recreation).

**Purpose:** The purpose of this item is to award the bid for sports equipment for the 2007-2008 season.

**Background:** This is an annual bid process in which Parks and Recreation orders baseballs, catcher's face masks, leg guards, chest protectors, catchers mitts, batting helmets, batters tees, softballs, volleyball nets and balls, tennis nets and tennis balls, etc. These items are used for the youth baseball and softball leagues as well as the adult softball leagues, tennis and volleyball leagues. Bids were sent to four vendors with only one vendor responding. It is recommended that Shively Sporting Goods of Louisville, Kentucky receive the bid award in the amount of \$47,582.94.

**Financial Analysis:** The total bid price is \$47,582.94. There is \$54,448.00 remaining in Account No. 100.81.54390.

**Recommendation:** Approval

**Attachments:**

- Bids Documents

**Contact Person**

<b>Name:</b>	Steve Brooks
<b>Title:</b>	Director
<b>Department:</b>	Parks, Recreation, & Historic Sites
<b>Phone:</b>	502/875-8575
<b>Email:</b>	Sbrooks@Frankfort-Ky.Gov

### 6.2 To approve an amendment to the current lease with Crown Castle, Inc., for the cell tower rights at Fort Hill Park, for five successive renewals (Parks and Recreation).

**Purpose:** The purpose of this item is to adopt an amendment to the current lease with Crown Castle, Inc., for the cell tower rights at Fort Hill Park, for five successive renewals.

**Background:** In 1991 a contract was made between the City and Cellular One for cellular tower rights at Fort Hill. The lease is now between the City and Powetel/Kentucky, Inc. and Crown Castle GT Co. LLC.

**Financial Analysis:** The City currently receives \$1,501.76 per month for the tower lease (\$18,021.12) annually. Under the amendment, the financial terms would remain the same.

**Recommendation:** Approval

**Attachment:**

- Letter from Rob Moore to Jason Reece, Crown Castle International Corporation.

**Contact Person**

<b>Name:</b>	Steve Brooks
<b>Title:</b>	Director
<b>Department:</b>	Parks, Recreation, & Historic Sites
<b>Phone:</b>	502/875-8575
<b>Email:</b>	SBrooks@frankfort-ky.gov

- 6.3** To authorize contract award and enter into an agreement with one of four consultants for services related to a Brownfield Assessment Grant received by the City for the Holmes Street Corridor (Grants Manager).

**Purpose:** To authorize the awarding of a grant and the signing of a contract and to authorize the Mayor to enter into an agreement with AMEC Consulting to provide consulting services for a Brownfield Assessment Grant.

**Background:** In the December of 2007 Request for Proposals were advertised for Brownfield Assessment Consultants for the Holmes Street Corridor. Bids were received and reviewed by a selection committee. The Selection Committee met and interviewed four of six consultants who submitted bids during the week of February 4, 2008. After interviews were completed the Committee selected AMEC Consulting. AMEC will submit a contract for services to be reviewed by Rob Moore, City Attorney.

**Financial Analysis:** Funds for the contract are available in the Brownfield Assessment funding from the Environmental Protection Agency.

**Recommendation:** Approval

**Attachments:**

- Copy of Selection Committee scores.

**Contact Person**

<b>Name:</b>	Rebecca Hall	Rob Moore
<b>Title:</b>	Grants Manager	City Solicitor
<b>Department:</b>	City Manager	
<b>Phone:</b>	502/875-8500	502/227-2271
<b>Email:</b>	<a href="mailto:rhall@frankfort-ky.gov">rhall@frankfort-ky.gov</a>	<a href="mailto:rmoore@hazelcox.com">rmoore@hazelcox.com</a>

- 6.4.** To consider granting authorization to award a contract and enter into an agreement with Kriss Lowry and Associates, Inc. for the consulting services regarding Technical Assistance for the HOME Holmes Street Rehabilitation Project.

**Purpose:** The purpose of this item is to authorize the signing of the contract and to authorize the Mayor to enter into an agreement with Kriss Lowry and Associates, Inc. to provide Technical Assistance for the HOME Holmes Street Rehabilitation Project for the City for the amount of \$66,000.00.

**Background:** In the December of 2007 Request for Proposals were advertised for Technical Assistance for the HOME Holmes Street Rehabilitation Project. Bids were received and reviewed by a selection committee. Kriss Lowry and Associates, Inc. received the highest average scoring and the Commission approved the award of contract in January 2008. The contract for services has been submitted by KL&A and reviewed by Rob Moore, City Attorney.

**Financial Analysis:** Funds for the contract are available in the HOME funding from the Kentucky Housing Corporation.

**Recommendation:** Approval

**Attachment:**

- Copy of Agreement for Consulting Services

**Contact Person**

<b>Name:</b>	Rebecca Hall	Rob Moore
<b>Title:</b>	Grants Manager	City Solicitor
<b>Department:</b>	City Manager	
<b>Phone:</b>	502/875-8500	502/227-2271
<b>Email:</b>	<a href="mailto:rhall@frankfort-ky.gov">rhall@frankfort-ky.gov</a>	<a href="mailto:rmoore@hazelcox.com">rmoore@hazelcox.com</a>

- 6.5** To approve Change Order # 2 to Ozonia of North America, Inc. for new Liquid Oxygen Ozone Generating System at the Wastewater Treatment Plant (Sewer Department).

**Purpose:** The purpose of this item is to consider approval of Change Order #2 to the contract with Ozonia of North America, Inc. for a modification to the ozone destruct support system for the new Ozone Generating System.

**Background:** In March 2006, the City awarded a contract to Ozonia North America to fabricate the Ozone Generators for the new Ozone Generating System. At the time of bidding, it was anticipated that the Sewer Department would bid purchasing of the diffusers. After some research on the diffusers it has been determined that using the Ozonia specified diffusers would provide the optimal performance of the system. There are a total of 100 diffusers at a unit price of \$150.00 each plus freight for a total contract price of \$16,000, assuming a freight cost not to exceed \$1,000.

Original Contract	\$1,205,000
Change Order # 1	7,740
Change Order # 2	<u>16,000</u>

Revised Contract      \$1,228,740

**Financial Analysis:** Funds are available in Account No. 300.68.56550.

**Recommendation:** Approval

**Attachment:**

- Change Order No. 2

**Contact Person**

<b>Name:</b>	William R. Scalf, Jr., PE
<b>Title:</b>	Director
<b>Department:</b>	Sewer
<b>Phone:</b>	502/875-2448
<b>Email:</b>	<a href="mailto:wscalf@frankfort-ky.gov">wscalf@frankfort-ky.gov</a>

- 6.6** To consider approval of Change Order No. 1 to GBA Master Series, Inc. to upgrade software to schedule and track customer requests for service and trouble calls. (Sewer Department)

**Purpose:** The purpose of this item is to consider approval of Change Order No. 1 to GBA Master Series, Inc. to upgrade software to schedule and track customer requests for service and trouble calls.

**Background:** In March 2007 the City awarded a contract to GBA Master Series, Inc. to provide Work Order software for the Sewer Department and other Departments of the City. Included in the original contract were 6 Mobile Master Modules. It has been determined that the Departments have limited use of the Mobile Master Module and would like to upgrade 5 of those to the Work Master Module. One Mobile Master Module will remain for Parks. GBA Master Series, Inc. has given the City full credit for the Mobile Master Modules as part of the upgrade.

Original Contract	\$ 74,937
Change Order No. 1	\$ <u>13,214</u>
Revised Contract	\$ 88,151

**Financial Analysis:** Funds are available in Account No. 300.68.56551.

**Recommendations:** Approval

**Attachment:**

- Software Cost Quote

**Contact Person**

<b>Name:</b>	William R. Scalf, Jr., PE	Julsun Pacheco
<b>Title:</b>	Director	IT Manager
<b>Department:</b>	Sewer	City Manager
<b>Phone:</b>	502/875-2448	502/875-8500
<b>Email:</b>	<a href="mailto:wscalf@frankfort-ky.gov">wscalf@frankfort-ky.gov</a>	<a href="mailto:jpacheco@frankfort-ky.gov">jpacheco@frankfort-ky.gov</a>

- 6.7** To authorize a three-year contract extension with Pepsi Cola Inc. for Parks and Recreation concessions and vending machines (Parks, Recreation and Historic Sites).

**Purpose:** To authorize three-year contract extension with Pepsi Cola Inc. for Parks and Recreation concessions and vending machines.

**Background:** The City entered in to a five-year contract with Pepsi-Cola for parks programs in April 2003. The contract allowed for an extension upon the end of the five-year term. The City is opting to extend this contract through March 31, 2011. Pepsi-Cola will provide water, soft drinks and sport drinks for ball fields and swimming pool concessions, as well as vending machines operated by the Parks Department.

**Financial Analysis:** Pepsi-Cola will offer \$1 rebate per gallon on all fountain BIB syrup purchased by the Parks Department in conjunction with all facilities. It will be paid annually at the end of each year. Cost of the contract is not to exceed \$25,000. Funds are available in Accounts No.100.80.54345, 100.81.54345 and 100.82.54345.

**Recommendation:** Approval

**Attachments:**

- List of exhibits, premises, product, cups and lid pricing, and Pepsi-Cola support

**Contact Person**

<b>Name:</b>	Steve Brooks
<b>Title:</b>	Director

**Department:** Parks, Recreation, & Historic Sites  
**Phone:** 502/875-8575  
**Email:** [Sbrooks@Frankfort-Ky.Gov](mailto:Sbrooks@Frankfort-Ky.Gov)

- 6.8** To authorize advertising and soliciting bids for sixty-five (65) golf carts for rental purposes at the golf course (Parks, Recreation & Historic Sites/Golf).

**Purpose:** The purpose of this item is to authorize advertising and soliciting bids for sixty-five (65) golf carts for rental purposes at the golf course.

**Background:** The current golf carts are nearly 6 years old and are beginning to develop major problems (i.e. mechanical, batteries, windshields, tires replacement). The old carts are to be traded in on new purchase.

**Financial Analysis:** Funding from Transportation Account No. 530.00.51100, to be repaid over a 48-month period. Monies are still currently budgeted in Account No. 100.79.53295, not to exceed \$210,000.

**Recommendation:** Approval

**Attachments:** None

**Contact Person:**

**Name:** Steve Brooks  
**Title:** Director  
**Department:** Park, Recreation & Historic Sites  
**Phone:** 502/875-8575  
**Email:** [SBrooks@Frankfort-Ky.Gov](mailto:SBrooks@Frankfort-Ky.Gov)

- 6.9** To authorize the submission of an application for Homeland Security Grant Funds and authorize the Mayor to sign all grant-related documents (Police Department).

**Purpose:** Requesting authorization to submit an application for \$22,890.00 for Homeland Security Grant Funds to purchase Digital Video Systems for five police cruisers and give the Mayor authority to sign all grant related documents.

**Background:** On Monday, February 4, 2008 the Frankfort Police Department was made aware of residual 2007 Homeland Security Grants funds that were available to local police departments. The Department was invited to submit an application for needed equipment by Friday, February 8, 2008 to be considered for funding. The funding does not require a match from the city.

**Financial Analysis:** There is no match requirement from the city.

**Recommendation:** Approval

**Attachment:**

- Grant Application

**Contact Person:**

<b>Name:</b>	Chief Mark Wilhoite	Rebecca Hall
<b>Title:</b>	Chief	Grants Manager
<b>Department:</b>	Police Department.	City Manager
<b>Phone:</b>	502/352-2042	502/875-8500
<b>Email</b>	<a href="mailto:mwilhoite@frankfort-ky.gov">mwilhoite@frankfort-ky.gov</a>	<a href="mailto:rhall@frankfort-ky.gov">rhall@frankfort-ky.gov</a>

- 6.10** To formally approve the City Manager's annual evaluation (City Solicitor).



**Purpose:** To formally approve the City Manager's annual evaluation.

**Background:** The Board of Commissioners has completed the annual evaluation of the City Manager.

**Recommendation:** Approval

**Attachment:**

- Evaluation

**Contact Person:**

**Name:** Rob Moore  
**Title:** City Solicitor  
**Department:**  
**Phone:** 502/227-2271  
**Email:** rmoore@hazelcox.com

- 6.11** To authorize the approval of the Premier eCorp service agreement between Farmers Capital Bank Corporation and the City of Frankfort (Finance).

**Purpose:** The purpose of this item is to establish a written Internet Banking Agreement between Farmers Capital Bank Corporation and the City of Frankfort.

**Background:** This agreement provides written guidelines for the internet banking transactions between Farmers Capital Bank Corporation and the City of Frankfort.

**Recommendation:** Approval

**Attachment:**

- Premier eCorp Service Agreement

**Contact Person:**

**Name:** Steve R. Dawson  
**Title:** Director  
**Department:** Finance  
**Phone:** 502/875-8500  
**Email:** [sdawson@frankfort-ky.gov](mailto:sdawson@frankfort-ky.gov)

- 6.12** To authorize Amendment Number 2 to Engineering Agreement with Otis Engineering, LLC for engineering services associated with the replacement of the Ford Garage Pump Station (Sewer Department).

**Purpose:** The purpose of this item is to authorize Amendment Number 2 of an Engineering Agreement with Otis Engineering, LLC for engineering services associated with the replacement of the Ford Garage Pump Station. This amendment covers contract administration and construction oversight associated with construction of the Ford Garage Pump Station.

**Background:** The Sewer Department has a project to replace the Ford Garage Pump Station, located on Crossroads Ford property. The contractor is currently behind schedule in completing the project and this delay has caused increased engineering fees for contract administration.

The total contract amount is summarized below:

Original Contract	\$18,850.00
Amendment # 1	13,500.00
Amendment # 2	<u>1,575.00</u>

**Financial Analysis:** There is no financial impact to the Sewer Department. The additional fees will be paid out of the contractor's liquidated damages.

**Recommendation:** Approval

**Attachment:**

- Amendment No. 2

**Contact Person**

**Name:** William R. Scalf, Jr., PE  
**Title:** Director  
**Department:** Sewer  
**Phone:** 502/875-2448  
**Email:** [wscalf@frankfort-ky.gov](mailto:wscalf@frankfort-ky.gov)

**6.13** To authorize release of a Sewer Easement in favor of M & W LLC (Sewer Department)

**Purpose:** Authorization to sign a Release of Easement releasing a sewer easement in an unnecessary location on the property of M & W LLC. This easement was dedicated by plat based upon projected alignment of the sewer.

**Background:** Final sewer design does not require this easement, therefore the easement can be released without adverse impact to the Sewer Department.

**Recommendation:** Approval

**Attachment:**

- Easement release with exhibit (to be provided)

**Contact Persons:**

<b>Name:</b>	William R. Scalf, Jr., PE	Robert C. Moore
<b>Title:</b>	Director	City Solicitor
<b>Department:</b>	Sewer	
<b>Phone:</b>	502/875-2448	502/227-2271
<b>Email:</b>	<a href="mailto:wscalf@frankfort-ky.gov">wscalf@frankfort-ky.gov</a>	<a href="mailto:rmoore@hazelcox.com">rmoore@hazelcox.com</a>

**6.14** To approve the purchase of an IP PBX (Internet Protocol Public Branch Exchange) telephone system for the Public Safety Building (Communications).

**Purpose:** Request approval to purchase an IP PBX telephone system for the Public Safety Building.

**Background:** The City Manager, E911 Director, Police Chief, and Fire Chief met with representatives of the FEWPB (Frankfort Electric and Water Plant Board) about installing a telephone system in the new PSB. The FEWPB returned with a recommendation that the City purchase an IP based PBX system. This system would have to be purchased from an independent vendor. They recommended purchasing the system from Liberty Telephone here in Frankfort. The City currently uses this vendor and already has the same hardware installed in two of its departments.

**Financial Analysis:** This system would cost \$48,073.50. Funds are available in Account No. #670-00-51100. The purchasing agent has advised that the City's current use of this vendor can be extended to include the new system.

**Recommendation:** Approval

**Attachment:**

- Liberty Telephone Quote

**Contact Person:**

**Name:** Daryl Hensley  
**Title:** Director  
**Department:** E911 Communications  
**Phone:** 502/875-8582  
**Email:** [dhensley@frankfort-ky.gov](mailto:dhensley@frankfort-ky.gov)

- 6.15** To approve the lowest bid for demolition of 139 Greenhill Drive and to execute the Memorandum of Agreement (Planning and Building Codes).

**Purpose:** In accordance with the Property Maintenance Code, Section 109.1, the City ordered the property owner of 139 Greenhill Drive to repair or raze the condemned building within thirty days or the City would raze the building and charge the costs incurred to the real estate that remains. The property was properly noticed in accordance with the Property Maintenance Code.

**Background:** A notice to raze the structure was sent to the owner at the last known address, on October 23, 2007, via certified letter, first class letter and the property was also posted with the same notice. As of date, the owner has not contacted our department to confirm acceptance of the City of Frankfort to raze the structure and place a lien on the property if not paid. Acceptance is not required by our code.

Quotes were requested from vendors, two responded. Mr. John Feshal, Jr. was the lowest bidder at \$7,900.00 and Mr. Clifton Weber's bid was at \$8,500.00

**Financial Analysis:** The Planning and Building Codes Department has budgeted \$38,100.00 in Account No. 100.70.53295 for demolitions and nuisance abatement. As of date we have approximately \$13,300.00 remaining. Upon approval of this bid and memorandum of agreement, the remaining budgeted amount for demolitions and nuisance abatement will be approximately \$5,400.00.

**Attachments:**

- Bids received
- Recent photo of property
- Memorandum of Agreement.

**Recommendation:** Approval

**Contact Person**

**Name:** Gary Muller  
**Title:** Director  
**Department:** Planning and Building Codes  
**Phone:** 502/875-8500  
**Email:** [gmuller@fewpb.com](mailto:gmuller@fewpb.com)

<b>6.16</b>	<b><u>Personnel Action</u></b>	<b><u>Employee</u></b>	<b><u>Department</u></b>	<b><u>Date</u></b>	<b><u>Other</u></b>
	<b>Appointment</b>	Michael A. Schneble, Jr.	Police	3-11-08	Patrol Officer I
	<b>Retirement</b>	Donna Roberts	Dispatch	2-29-08	Telecommunicator/TAC Communications; authorize payment of all accrued time as of effective date.
	<b>Resignation</b>	Casandra A. Flanagan	Public Works	1-17-08	Building Maintenance;

authorize payment of all accrued time as of effective date.

**Attachment:**

- Retirement letter – Donna Roberts
- Resignation letter – Casandra A. Flanagan

**Contact Person**

**Name:** John Morrow  
**Title:** Director  
**Department:** Human Resources  
**Phone:** 502/875-8500  
**Email:** [jmorrow@frankfort-ky.gov](mailto:jmorrow@frankfort-ky.gov)

**7. BOARD APPOINTMENTS**

**7.1** Recommend the following board appointments:

- Frankfort Board of Ethics – Appointment of Michael Turner for a term ending 12-31-10
- Frankfort Housing Authority –Reappointment of William D. Kirkland for a term ending 1-29-12
- Code Enforcement Board - Reappointment of Rona Stapleton for a term ending 3-22-11
- Code Enforcement Board – Appointment of Corey Bellamy for a term ending 3-22-11

**Attachments:**

- Resume - Michael Turner
- Resume – Corey Bellamy
- Resume - Rona Stapleton
- Letters of Recommendation

**8. OLD BUSINESS**

**9. NEW BUSINESS**

**9.1** To authorize a contract to the Flint Group for lobbying and funding services (City Manager).

**Purpose:** To authorize the Flint Group to seek appropriate federal and state funding options for proposed city projects.

**Background:** The Flint Group consulting firm assists local governments in developing funding strategies for priority projects. This includes efforts at the federal and state levels to seek legislative appropriations. The Flint Group will work with the city to develop an action plan for each city project, including appropriate funding sources and deadlines and processes. In addition, they will meet with the Kentucky Congressional Delegation on a regular basis regarding the City's projects. The Flint Group will submit monthly detailed reports to the City on on-going efforts.

**Financial Analysis:** Cost to the City will be \$4,000 per month plus a monthly administrative fee of \$300. As this is an unbudgeted item, funds will come from Reserve for Contingency (Account No. 100.95.53295).

**Recommendation:** Approval

**Attachment:**

- Contract

**Contact Person:**

**Name:** Tony Massey

**Title:** City Manager  
**Department:** City Manager  
**Phone:** 502/875-8500  
**Email:** Amassey@frankfort-ky.gov

- 9.2** To authorize a Contract to Purchase Real Estate to be entered into by and between the City of Frankfort and Elliot Marcus, et al. Pursuant to the terms of the Contract to Purchase Real Estate, the City of Frankfort is to purchase a lot and the one story building owned by the sellers, upon which the St. Clair Parking Garage structure is located. The purchase price is \$450,000 (City Solicitor).

**Purpose:** To approve the signing of the Contract to Purchase Real Estate to be entered into by and between the City of Frankfort and Elliot Marcus, et al. Pursuant to the terms of the Contract to Purchase Real Estate, the City of Frankfort is to purchase a lot and the one story building owned by the sellers, upon which the St. Clair Parking Garage structure is located. The purchase of this property is necessary in order for the City to either demolish the parking structure or replace the current parking structure.

**Background:** The Contract to Purchase Real Estate to be entered into by and between the City of Frankfort and Elliot Marcus, et al, is the result of negotiations to purchase said property. Mr. Marcus, et al., owns the one story building upon which the parking structure was built, as well as one of the lots upon which the parking structure is located. Accordingly, the purchase of this property is necessary so that the City can make the decision to either demolish the St. Clair Parking Garage or to replace same. The parking structure is currently unuseable due to its deteriorating condition.

**Financial Analysis:** There will be a fiscal impact in the amount of \$450,000.00. Funds available in Transportation Improvement Account No. 530.00.51100.

**Recommendation:** Approval

**Attachments:**

- Contract

**Contact Person:**

**Name:** Rob Moore  
**Title:** City Solicitor  
**Department:**  
**Phone:** 502/227-2271  
**Email:** [rmoore@hazelcox.com](mailto:rmoore@hazelcox.com)

- 9.3** To authorize a Memorandum of Agreement with Dr. Elgie C. McFayden, Jr. (Public Works).

**Purpose:** The purpose of this item is to enter into a Memorandum of Agreement with Dr. Elgie C. McFayden, Jr., Kentucky State University, and the City of Frankfort. The Memorandum of Agreement would serve as a formal agreement outlining each party's responsibilities in conducting a recycling survey on behalf of the City of Frankfort.

**Background:** The City of Frankfort wishes to conduct a door-to-door recycling survey of its residential customers. The City will reimburse Dr. McFayden for all costs associated with assisting the City of Frankfort on the recycling survey. Dr. Elgie C. McFayden, Jr. will analyze the data and present a City of Frankfort Recycling Survey Report to the Board of Commissioners once completed.

**Recommendation:** Approval.

**Attachment:**

- Memorandum

**Contact Person**

**Name:** Jeff Hackbart  
**Title:** Director  
**Department:** Public Works  
**Phone:** 502/875-8500  
**Email:** [jhackbrt@fewpb.com](mailto:jhackbrt@fewpb.com)

**9.4** Resolution authorizing the filing of an application for 2008 Land and Water Conservation Fund.

**Purpose:** Requesting approval to apply for grant to bury utility lines at Cove Spring Park/Nature Preserve.

**Background:** The utility lines at Cove Springs are currently above ground and this grant would enable the city to bury the utility lines and make the park/nature preserve more attractive to visitors and bring it back to a natural state.

TOTAL grant request                      \$ 12,000

**Financial Analysis:** There is a 50% match required by the City for this project. Some of the match will come from in-kind donations and in-kind labor. If additional match is needed there are available funds in the Cove Spring Revolving account 640.

**Recommendation:** Approval

**Attachment:**

- Resolution
- Application documents

<b>Contact:</b>		
<b>Name:</b>	Andrew Cammack	Rebecca Hall
<b>Title:</b>	City Arborist	Grants Manager
<b>Department:</b>	Parks & Rec.	City Manager.
<b>Phone:</b>	502/875-8575	502/875-8500
<b>Email:</b>	<a href="mailto:Acammack@fewpb.net">Acammack@fewpb.net</a>	<a href="mailto:Rhall@Frankfort-ky.gov">Rhall@Frankfort-ky.gov</a>

**10. CITIZEN COMMENTS**

**11. COMMISSIONER COMMENTS**

**12. ADJOURNMENT**